

# START-UP NOTICE

(Required to be completed per 567 IAC 22.3(3)"b")

PLANT PERSONNEL TO COMPLETE	1) Plant Name:	
	2) Equipment Location:	
	3) Plant Number:	
	4) Construction Permit Number:	
	5) Emission Unit Name and Number:	
	6) Emission Point Number:	
	7) Date of Actual Equipment Start Up:	
	8) Signature of Plant Official:	
	9) Name of Plant Official (print):	
	10) Title of Plant Official:	
	11) Telephone Number of Plant Official:	
	12) Signature Date:	

13) This form is also available on the Internet at: <http://www.iowadnr.gov/air/prof/const/conform.html>.

**MAIL** form to:

Compliance Unit Supervisor  
Air Quality Bureau  
Department of Natural Resources  
7900 Hickman Road, Suite 1  
Urbandale, IA 50322

**Note: Faxes and E-mails will NOT be accepted.**

14) For Any Questions about this form call telephone number 1-877 AIR IOWA (1-877-242-5194)

# INSTRUCTIONS

This form is being provided to the plant for use in notifying the Department of the actual start of construction, installation or alteration. The form is a benefit to the company as the information is required to be submitted to the Department to show compliance with 567 IAC 22.3(3)"b". The form shall only be submitted when the facility is conducting new construction and / or when the facility is modifying a permit due to a physical change to the operation.

Note: All of the following information is provided on the first page of the construction permit issued for each emission point.

1. Plant Name. This is the name of the plant that is on the first (cover) page of the issued permit.
2. Equipment Location. This is the location where the equipment is physically located.
3. Plant Number. This is the number give to the equipment location for the plant.
4. Construction Permit Number. The construction permit number is the identification number assigned by the Department when the project has been approved. The construction permit number is assigned for each emission point. One Construction Commencement Notice is needed per Construction Permit Number.
5. Emission Unit Name and Number. The emission unit name and number is how the unit is labeled.
6. Emission Point Number. The emission point number is how the unit is labeled for the stack venting emissions.
7. Date of Actual Equipment Startup. The date is when the unit actually starts to operate. This date is used for compliance purposes to determine when stack testing may need to be completed. Notification must be postmarked within **15 days** after equipment is placed into operation.
8. Signature. The signature is needed to verify that the plant personnel understand this form.
9. Name. The printing of the name allows for the Department to accurately reflect the signature.
10. Title. The title informs the Department of the status of the person.
11. Telephone Number. The telephone number is required so the Department can contact the plant official.
12. Signature Date. The date is used to show when the form was completed.
13. This form is available at: <http://www.iowadnr.gov/air/prof/const/conform.html>. Once you have gone to this link, look under Form Packages and Information at the bullet for 542-4008 Air Quality Equipment Notification Form.
14. Call the hot line number for assistance. The hot line is manned by the engineer staff of the Department from 8 a.m. to 4:30 p.m. Monday thru Friday excluding Holidays.